

ATTACHMENT 8 - PROCEDURE FOR PROCESSING DD FORM 200

See chapter 6, paragraph A1

1. Appointments –*DRMS-O* will designate in writing the Adjustment Control Officer. The Appointing Officer for a Financial Liability Officer for each zone will be the Forward Support Team chief. The Approving Officer will be the *DRMS-O* Director or designee.

2. Administration Office - Adjustment Control Officer: Receive DD Form 200 with cover letters signed by the DRMO Chief and the Forward Support Team chief.

A. Review chapter 6, this instruction, and applicable attachments.

B. Receive and review the DD Form 200 for accuracy and completeness (see attachment 4, this chapter). If not acceptable, return to DRMO with cover letter directing appropriate corrections. If acceptable, enter required information on DLA Form 1151, Control Register or on a database equivalent. Assign a control number to the DD Form 200.

C. Provide a copy of the DD Form 200 to the assigned security representative and provide the dates for a 5 day suspense (working days).

D. Forward complete package to the assigned Appointing Officer.

E. Maintain a suspense file and perform monthly follow-ups.

F. Maintain/update DLA Form 1151, Control Register.

G. On a quarterly basis, provide a recap to *DRMS-O* of approved DD Form 200s (see attachment 6, this chapter, for an example).

3. Appointing Officer:

A. Assign a Financial Liability Officer (FLO) within 7 working days, if required. Assign an FLO to DD Form 200s reporting HM/HW, DEMIL required property and property in excess of \$50,000. An FLO may be selected from a DRMO (not the DRMO reporting the loss), from *DRMS-O*. If the DRMO/zone environmentalist has certified that the HM/HW is not on the DRMS list of hazardous property approved for local sale, the DD Form 200 will be reviewed under the approval criteria for sensitive property. Consequently the assignment should be made to a GS-028 or an employee knowledgeable of the regulatory aspects of environmentally sensitive property. Coordinate with the appointee's supervisor before making the assignment.

B. Complete Block 13 and forward the DD Form 200 to the FLO if appointed. If no FLO is appointed, forward the DD Form 200 to the approving officer.

4. Financial Liability Officer (FLO) if appointed:

A. Review chapter 6, this instruction, and applicable attachments.

B. Receive and review the DD Form 200 for accuracy and completeness.

C. Conduct an investigation to determine the facts. This investigation will include, but should not be limited to: reviewing source documents; using system inquiries, conducting interviews, and physical inventory checks.

D. Complete Block 15 (see attachment 4, this instruction, for detailed guidance). Forward the DD Form 200 to the Approving Officer.

5. Approving Officer:

RMS-I 4160.14, Volume IV, Chapter 6, Attachment 8

A. Review chapter 6, this instruction, and applicable attachments.

B. Receive and review the DD Form 200 for accuracy and completeness.

C. Determine if legal counsel review and coordination is required and forward the complete package as needed. Decision for a legal review may include such factors as item sensitivity, cost, negligent or criminal actions. Provide the dates for a 5-day suspense (working days).

D. Receive the returned package and complete Block 14. Approving officer will make a determination on the adequacy of the review process and recommended course of action, based on the documentation provided. Documentation not received within the requested review timeframes will not be included in the package unless an extension is officially granted. If approval is at DRMS-O, record the approval in the automated system (see paragraph D, this chapter), retain a file copy and return the approved original to the DRMO. If approval is at a higher level, file a complete suspense copy and forward the original package and one copy to DRMS-TSP for processing.

NOTE: If the capability to input approval is not available, the approval will be input at HQ DRMS.

E. Pecuniary Liability

1. If the FLO determines that an individual should be charged with pecuniary liability, request the individual complete Block 16. If the individual refuses to provide the information, complete as much as possible.

2. Provide a copy of the financial assessment to the individual charged.

3. Provide a copy of the report to DRMS-RF only if it is determined that financial collection is required.